Early Childhood Center

McPherson/Marion County Early Childhood Programs

915 E.First, McPherson, Kansas 67460 *620-241-9590* *fax 620-241-9565*

To: Policy Council
From: David Brock
Date: November 2, 2020

Consent Agenda Items: The following items are in the consent agenda for the Board of Education to vote on.

- Directors Report: Update on items that we are required to report on each month.
- Policies: Revisions and updates are being proposed on the following policy:
  - HS 016: Head Lice: Adds that students will be taken to the nurse to check for head lice and that the school nurse will then determine the next steps for the child.
  - N 001: Food Service: Updates the procedure to match our current procedure
  - N 008: Outside Food: adds statement about nutrition needs that do not meet guidelines listed in the policy and what the procedure is for approval
  - PER 005: Staff Health Policy: updated policy to more align with current practices.
  - ERSEA 001- ERSEA 004: Split out policies from 1 policy into 4 policies.
  - ERSEA 001: combined former ERSEA 009 with current ERSEA 001 and updated procedure to match current procedure.
  - ERSEA 003: combined former ERSEA 002 with current ERSEA 003 and updated procedure to match current procedure.
  - ERSEA 004: combined former ERSEA 006 with current ERSEA 004 and updated procedure to match current procedure.
  - ERSEA 010: updated procedure to include electronic signatures
  - ERSEA 011: new procedure- created to show what the current procedure for Community Needs Assessment is.
  - FS 001: Updated procedure to match current procedure and combined former FS 001 with current FS 001.
  - FS 003: Added procedure on parent meetings.
  - FS 005: Added information on sharing attendance information and continuous feedback, evaluation, and adjustment to the procedure.
  - FS 006: Updated procedure to match current procedure.
  - FS 007: Updated procedure to match current procedure and included a statement on being culturally responsive.
  - FS 009: Created a policy and procedure for family engagement services using culturally appropriate practices.
  - FS 014: Created a procedure
  - FS 015: Added a statement about going paperless

Those Present: David Brock, Elizabeth Burch, Sarah Fenske, Heather Burk, Jeff Johnson, Tom Sullivan, Austin Regier, Toni Cabezas

McPherson/Marion Policy Council Meeting
Zoom Meeting
Meeting I.D.:996 7615 7141
Password: 4ZBBwg

Policy Council Agenda
May 19th, 2020

Time	Activity	Action	Notes
6:00	1. Call to order		
	2. Corrections and additions to the agenda	Vote	Motion: Toni Second: Sarah Result: Motion Passed 5-0
6:01-6:10	3. Approval of Consent Agenda Items (lettered below)	Vote	Motion: Toini Second: Sarah Result: Motion Passed 5-0
	a) Minutes of the April Meeting		
	b) Directors Report		
	c) Finance Report		
	4. Old Business: None		
6:10-7:00	5. New Business		
	• Parent Handbook	Vote	Proposed changes to the parent handbook were discussed. A majority of the changes are minor corrections and additions. Additional information was added about tuition and pick-up and drop-off times for Marion and Hillsboro. Motion: Toini Second: Sarah Result: Motion Passed 5-0
	• Health/Nutrition Policies	Vote	We reviewed proposed changes to the following health policies: HS 004, HS 012, HS 014, N 003, N 004, and N 007 Motion: Toini Second: Sarah Result: Motion Passed 5-0
	• ERSEA Policies	Vote	We reviewed proposed changes to the following ERSEA Policies: ERSEA 001 and ERSEA 003 Motion: Toini

			Second: Sarah Result: Motion Passed 5-0
	• Education Policies	Vote	We reviewed proposed changes to the following Education Policies ED 001, ED 002, ED 008, ED 010, and ED 011. Motion: Toini Second: Sarah Result: Motion Passed 5-0
	• Mental Health Policies	Vote	We reviewed proposed changes to the following Mental Health Policies: MH 003 and MH 007. We also discussed Mental Health services for next year. Currently mental health consultation is provided for each classroom at a minimum of once a month. Using one time activity funds mental health consultation will be provided at a minimum of twice a month. Motion: Toini Second: Sarah Result: Motion Passed 5-0
	• Policy Council Reports/Questions		
7:00	• Adjournment	Vote	Meeting adjourned at 7:00 Motion: Toini Second: Tom Result: Motion Passed 5-0

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To: Policy Council
From: David Brock
Date: Nov. 2nd
Re: Directors Report

Enrollment Ending 09/30/2020:

	Head Start	Dual	SPED	State Pre-K	Community	Total
EES 3	1	0	3	0	4	8
EES 4	1	2	3	4	5	15
LES 3	5	0	2	0	2	9
LES 4	5	2	2	5	2	16
RES 3	6	3	3	0	1	13
RES 4	11	2	1	1	1	15
RES 3/4	5	2	1	6	2	15
WES 3	8	1	4	0	4	16
WES 4	6	2	2	5	2	17
HES AM*	4	0	0	0	0	4
HES PM*	3	1	0	0	0	4
HES F.D.*	7	0	0	0	0	7
MES AM	6	0	1	0	4	11
MES PM	12	1	0	0	1	14
Total	80	16	22	21	28	164

* In Hillsboro we fund 15 Head Start Slots as a result when reporting numbers we just report on the Slots that we fund. Their classrooms do consist of more students from various funding sources.

* Currently we have 96 out of 115 Head Start slots filled. We are currently under-enrolled due to covid concerns and uncertainty if we will be able to remain in a full day face to face model. Head Start is aware of the challenges that all Head Start programs are currently facing and are just asking that we document our enrollment. We will continue our recruitment efforts, however we will not be penalized if we do not fill our 115 Head Start Slots this year.

Attendance Rates ending 09/30/2020:

Head Start requires that average daily attendance is at 85% monthly.

- Average Daily Attendance for Head Start Students only was 94.09%
- Average Daily Attendance for all students in the program was 95%

Wait List

There are currently 11 (+1) students on a waitlist for the program.

Funding	3 Year Old	4 Year Old
Head Start	0	0
Community	0	0
Out of District	2	2

Health Requirements 45/90 Day:

We are required to conduct Hearing and Vision Screenings within the 1st 45 days of students attending class. Physical and Dental examinations along with Immunizations on all students should be completed within 90 days of students attending class.

45 Day Hearing and Vision Screenings	Currently in the process of completing hearing and vision screenings
90 Day Physical and Dental Examines	46% Head Start and 51% all students

CACFP snack reported budget: We will report on CACFP numbers in December

Budget Report: 10/30/2020

Budget Area	Amount Budgeted	Expended	Percent Used
Instructional	$746,274.51	$112,985.28	15%
Drug Testing	$700	$0	0%
Medical Services	$8,500	$2,210.20	26%
Dental Services	$500	$3.29	.66%
Mental Health Screenings	$20,160	$840	8%
Improvement Of Instruction	$65,406.20	$16,078.34	25%
General Administration	$278,062.51	$100,827.25	36%
Other Parent Services	$175,420.87	$31,325.82	18%
Custodial	$2,400	$1,900.78	79%
Automotive (non-bus)	$2,500	$1,483	59%
Bus Supervisor	$1,500	$148.99	10%
Miscellaneous Bus Expenses	$2,664	$601.47	23%
Other Food Service Programs	$48,637.80	$1,802.55	4%
Reconstruction/ Repairs	$2,762.11	$684.96	25%
Total	$1,355,488	$270,897.93	20%

Personnel Changes: July 1, 2020-October 30, 2020

Resignations/Retirement:

Name	Position	Effective
Jennifer Mueller	ECSE Para WES	7/23/2020
Norma Druse (Retirement)	Instructional Aide Marion	07/23/2020
Hannah Ball	EES 4 Para	07/28/2020
Audra Mills	LES 3 Para	08/3/2020
Keshia Merkle	RES 3 Para	8/7/2020

Transfers:

Name	Position	Effective
Cindee Anderson	MHS Teacher to Pre-K 4 para at EES	08/01/2020
Allison Houghton	EES 3 Para to K-1 Para	9/4/2020

New Hires:

Name	Position	Effective
April Lemm	RES	08/01/2020
Lezlee Haas	EES 4 Para	08/28/2020
Angelica Hernandez	EES 3 Para	08/28/2020
Casey Schropp	RES 3 Para	09/1/2020
Rachel Moses	ECSE Para WES	9/14/2020
Mindy Ruck	Instructional Aide Marion	9/15/2020
Audree Holloway	LES 3 Para	10/13/2020

Policy Number: HS 016	**Title:** Head Lice
Performance Standard: 1302.47 **USD 418 BOE Policy:**	**Original Date:** 4/2006 **Review Date:** 5/2020 AC
	Policy Council Approval/Revision: 1/2018 **BOE Approval:** 3/2018

POLICY:
State, federal and local procedures require that students who are infested with head lice (pediculosis) be excluded from school until they have been treated with an adequate pediculicide (head lice treatment). Kansas regulations no longer require children to be nit free before returning to school.

PROCEDURE:
Students are checked as needed in the classroom for head lice. Any children who have experienced intense itching of the head are taken to the school nurse to be checked for head lice ~~as often as the staff feel is necessary~~. The school nurse will then determine the appropriate next steps for the child.

If a student is found to have live lice while at school, the parent or emergency contact person will be contacted to come to take the child home for treatment. The child will be excluded from the classroom until treatment occurs. The family-advocate or nurse will later contact the family to verify and assist with completion of treatment at home. This completion of treatment will include checking with all family members for lice, treating the environment, and a variety of topical treatments proven to be effective against head lice. Nits should be removed from the child's head. Oral and written information is given to the student's family to finish treatment prior to returning to school.

Upon returning to school, the student is checked to verify if live lice are evident, the child may return to the classroom if they are live lice free. Classroom staff can do this or by the school nurse. If possible, this will occur with the parent present; however, if live lice are found and the parent is not present, the parent or emergency contact will be located and will pick up the student. If the child misses successive days of school related to head lice, DCF will be contacted to assist the family.

While the classroom environment is not likely to have materials that would carry lice, all stuffed animals, dress up clothes, blankets, etc. will be treated by bagging the materials after they are disinfected and storing them in the bags for two weeks, or by washing and drying the materials in an electric washer and dryer.

Upon identification of head lice in a particular classroom, notes are sent home to all families in the classroom. They will receive information about head lice, how to identify head lice, and the appropriate treatments. Education regarding head lice is also included in the parent orientation packet, and is ongoing throughout the year.

Policy Number: N 001	**Title:** Food Service
Performance Standard: 1302.44 (2)(a)(b) **USD 418 BOE Policy:**	**Original Date:** 8/2006 **Review Date:** 4/2020 **Policy Council Approval/Revision:** 2/19/2010 12/2017 **BOE Approval:**

POLICY:
A program must design and implement nutrition services that are culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities. Family style meals are encouraged.

PROCEDURE:
Classroom staff will report meal count for the day, prior to breakfast, to the school's administrative assistant. ~~Galva,~~ Hillsboro and Marion sites report their meal count to the food service staff at their school.

Breakfast and lunch will be served in the cafeteria and snack will be served in the classroom. There will be a staff member/adult at each table for modeling.

Each classroom is responsible for taking snack meal attendance (Point Of Service~~S~~) at the time of the snack service using the Attendance App on the IPad. If the IPad is not available, staff will use~~print off paper copy of~~ Child Plus Report 2315, Daily Attendance and Meals Worksheet, to mark snack attendance. Attendance worksheets will be sent to the Early Childhood Office the following day.~~t and send to the Early Childhood Office at the end of each week.~~ ¶

Parents are encouraged to eat meals with their children at any time. Visitors must notify classroom personnel by 8:15 a.m. on the day they will be eating a meal. Visitors pay the adult meal price and give money to the school's office staff.

Policy Number: N008	**Title:** Outside Food
Performance Standard: **USD 418 BOE Policy:**	**Original Date:** 1/2016 **Review Date:** 4/2020 AC **Policy Council Approval/Revision:** 1/12/2016 **BOE Approval:**

POLICY: Parent/Guardian may bring outside food for meals and/or snacks in cases of severe medical conditions, food allergies or intolerance, or a disability after all related staff has concluded that the program cannot provide meals based on needs.

PROCEDURE:

1. An Outside Food Permission form will be filled out and turned in by parents. The Early Childhood Director, Assistant Director of Health & Safety and Food Service Director will review and sign the form within ten working days if the child is eligible.
2. A Doctor's Release or Meal Modification form will be filled out and signed by a physician or medical provider.
3. Classroom staff and food service staff are notified of changes.
4. In the event that food is not brought to school, the staff will: a). Call the parents to bring food or b). Child will eat the meals served if parents cannot be reached.
5. All other nutrition needs that do not meet guidelines listed, must be approved by the Food Service Director, Early Childhood Director and Health & Safety Coordinator. ,

Policy Number: PER 005	**Title:** Staff Health Policy
Performance Standard: **USD 418 BOE Policy:** GCRA-R	**Original Date:** 8/2006 **Policy Council Approval/Revision:** 8/2006 2/2018 10/2020 **BOE Approval:** 2/2018

POLICY:

In order to ensure a safe and healthy working environment and in accordance with USD 418 policies ~~and~~ , ~~Head Start Regulations, all early childhood~~ all employees ~~who are~~is ~~in regular contact with students will/shall~~ will be required to submit a certification of health ~~signed by a licensed physician, physician's assistant, or registered personnel certified to do physical exams~~ as well as proof of a negative T.B. skin test. .

PROCEDURE:

1. Physical examination forms and TB skin test results must be signed by a licensed physician, physician's assistant, or registered personnel certified to do physical exams ~~A form prescribed by the Kansas State Board of Health must be used for this exam and is available at the USD 418 Central Office. The early childhood staff will follow the guidelines of the district.~~
2. USD 418~~Head Start~~ will pay the expense of the~~this~~ physical exam and TB test.

~~At the time of employment, proof of TB skin test or chest X-ray within the past year is required. This record will be kept on file at the USD 418 Central Office. If a TB test is to be obtained Head Start will assume the costs.¶~~

~~4. At a minimum a verbal screen is required for regular volunteers, but is not necessary for occasional or on time volunteers. A regular volunteer is a volunteer who attends on a frequent, scheduled basis.¶~~

~~5. It is up to the employee to schedule these appointments during personal time. The early childhood program is not responsible for the expense of these preventative procedures.~~

Policy Number: ERSEA 001	Title: Eligibility
Performance Standard: 1302.12 **USD 418 BOE Policy:**	**Original Date:** 5/16/2011,11/17/16 **Reviewed:** 5/2020 DB, 10/2020 **Policy Council Approval/Revision:** 5/17/11 1/2018, 9/2018,5/2020 **BOE Approval:** 5/2020

POLICY:

The McPherson/Marion County Head Start Program will ensure that Head Start eligibility rules are adhered to as it relates to recruiting and enrolling children into the program while ensuring staff and governing bodies are trained and records are maintained in accordance with Head Start regulations.

Eligibility will be determined according to Head Start Performance Standards as outlined in section-1302.12 and guidance provided in OHS-PC-1-008. Children are eligible for Head Start placement if the family meets the income limit of 100-130% of the Federal Poverty Guidelines. At least 51 percent of the program's participants are either income or categorically eligible for children placed will be over 100% of the Federal Poverty Guidelines with 10 percent reserved for children with diagnosed disabilities.

Eligibility records will be maintained while the child is enrolled and for a year after. These files will be locked and placed in a confidential location.

Head Start Staff who intentionally falsify an applicant's income or income eligibility form in any manner to ensure a child is enrolled in the Head Start program who does not meet the income eligible guidelines will be subject to the following actions under the USD 418 district policy on falsifying information.

PROCEDURE:

ELIGIBILITY:

A child must be three or four years old on or before August 31 of the current or upcoming program year; and be no older than the age required to attend school.

Head Start Staff who job responsibilities include recruitment and facilitating applications for the Head Start program are required as of March 12, 2015 to adhere to the following Head Start Rules and Provisions:

- Staff may conduct telephone interviews when the family and the Head Start staff are in a rural area that does not permit ease of access to the family. The Family Services staff (Family Advocate and/or Assistant Director for Family and Community Services) will make all attempts to meet the family. The Assistant Director for Family and Community Services and/or Head Start Director will determine when a family is outside of the geographic parameters to facilitate an in person interview for application to the Head Start program. Family Advocates are required to gain approval to conduct a phone

program demonstrates how it meets the needs of categorically eligible children outlining the demographic data on these populations; outreach efforts are explained in policy ERSEA 001.

Eligibility records must be maintained as long as the child is enrolled and for one year after they are no longer receiving services. The program must provide eligibility training for staff.

Parents not providing complete documentation needed for determining eligibility will be counseled by the Family Advocates and/or Family and Community Services Coordinator.

All staff who recruit and complete family applications for the Head Start program are required to be trained within 90 days of March 12, 2015 and within 90 days of employment as it relates to the Head Start Eligibility Final Rule which went into effect March 12, 2015.

Governing bodies such as the school board and policy council must be trained in the Head Start Eligibility Final Rule that went into effect March 12, 2015 within 180 days.

Policy Number: ERSEA 002	Title: Recruitment
Performance Standard: 1302.13 **USD 418 BOE Policy:**	**Original Date:** 5/16/2011 **Reviewed:** 5/2020 DB **Updated:** 10/2020 **Policy Council Approval/Revision:** 5/17/11 1/2018, 9/2018,5/2020 **BOE Approval:** 5/2020

POLICY:
Recruitment will be executed according to Head Start Performance Standards as outlined in section-1302.13 and guidance provided in OHS-PC-1-008. Recruitment for Head Start is ongoing using a variety of methods for community outreach and partnering with various community organizations to reach those most in need of services including children with disabilities, homeless and those in foster care.

PROCEDURE:
RECRUITMENT:
Recruitment is ongoing. A request to apply may be made through the prospective client's local school or the Early Childhood Office. Recruitment methods used are flyers, posters in local businesses, newspaper advertisements, information page on the local cable community calendar, articles in local elementary school newsletters, recruitment brochures at local businesses, local elementary schools, information given at local monthly screening events, DCF eligibility reports, and application/recruitment fairs, and social media.

The Early Childhood Program will work closely with the Special Education Co-Op and Toddlers Turning 3 program to enroll students with disabilities. The program will also work closely with the housing coalitions and homeless shelters to ensure families receive information about the program and assist with applications. Any other community agency that serves families will be provided with information about the program and given information to pass along to families. See also the Family Advocate and Assistant Director of Family and Community Services for more detailed information.

A Family Advocate will arrange a time to meet with the prospective family to complete the application interview and compile the necessary documentation for consideration for enrollment. The application interview will take place at the Early Childhood Office, in the elementary building or in a safe neutral meeting place. Family Advocates will make every effort to assist families in the enrollment process.

Policy Number: ERSEA 003	**Title:** Selection and Active Waitlist
Performance Standard: 1302.14	**Original Date:** 5/16/2011,11/17/16 **Updated**: 10/2020 **Reviewed:** 5/2020 DB
USD 418 BOE Policy:	**Policy Council Approval/Revision:** 5/17/11 1/2018, 9/2018,5/2020 **BOE Approval:** 5/2020

POLICY:

The selection process will be determined according to Head Start Performance Standards as outlined in section-1302.14 and guidance provided in OHS-PC-1-008. The Early Childhood Program will annually establish and update the selection criteria based on the community needs assessment and include: family income, homeless status, foster care, child's age, special education needs, and other relevant family or child risk factors. The Early Childhood Program will give priority to younger children when there are high-quality publicly funded pre-kindergarten full day options. No child will be denied based on a disability or chronic health condition or its severity.

The program will have 10% of its total funded enrollment filled by children eligible for special education services and will keep an active waitlist at all times with ongoing outreach to the community and activities to identify underserved populations.

PROCEDURE:

SELECTION:

The Family Services Coordinator will determine enrollment status based on ranking of available slots for the current or upcoming program year. The program must not deny enrollment based on disability or chronic health conditions or its severity. The application will be prioritized using the USD 418 Early Childhood Head Start Eligibility Criteria, that is revised annually based on the Community Needs Assessment and approved by the Policy Council and Board of Education.

Applications will be pulled from this group until enough children are selected for the funded slots available. Selection will adhere to the enrollment policy (ERSEA 04).

Active Waitlist:

Family Advocates will continue to take applications for Head Start throughout the year. ERSEA 001 policy is followed in determining eligibility, which relies on the program's eligibility criteria. The Assistant Director for Family and Community Services will maintain an active list. When a site determines there is a vacancy, they shall immediately contact the Assistant Director for Family and Community Services. The Assistant Director for Family and Community Services will refer to the waitlist and call and offer the slot to that student who has the highest

Policy Number: ERSEA 004	Title: Enrollment
Performance Standard: 1302.15, 1302.18	**Original Date:** 5/16/2011,11/17/16 **Reviewed:** 5/2020 DB
USD 418 BOE Policy:	**Policy Council Approval/Revision:** 5/17/11 1/2018, 9/2018,5/2020 **BOE Approval:** 5/2020

POLICY:
Enrollment will be determined according to Head Start Performance Standards as outlined in section-1302.15, 1302.18 and guidance provided in OHS-PC-1-008. The program will maintain full enrollment and will fill any vacancy within 30 days. The program will work with families to maintain enrollment and offer a variety of solutions to families who struggle to maintain enrollment.

PROCEDURE:
At least 51 percent of the children who are enrolled must meet the current Federal Poverty Guidelines. Up to 10 percent of children who are enrolled may be children from families that exceed the Federal Poverty Guidelines, but who meet the selection criteria used to determine children who would benefit from Head Start services. Up to 35 percent of children enrolled may be between 101 and 130 percent of the Federal Poverty Guidelines. A minimum of 10 percent of slots will be reserved for children professionally diagnosed with disabilities. A program must fill a vacancy within 30 days and must maintain its funded enrollment. Those students who are funded through funds outside of head start are not considered part of the funded enrollment number.

Required documentation for enrollment includes income documentation, child's insurance information, birth certificate, current physical and dental exam, and up to date immunizations and must comply with state policy. . Verification of age is required and can be met through one of the following options: birth certificate, live birth record, or court order. When and if needed, the program can pay for a copy of the birth certificate. Family Advocates will assist families with gathering required documents. Families have 90 days to obtain a current physical and dental for students. If families are unable to secure an appointment, family advocates will make work with families on a plan of action to secure the needed items.

Acceptance can be defined as when the family accepts the slot, the paper application is complete, and birth certificate and income are verified. The family advocate and teacher will initiate services by contacting the family and arranging a time to do a home visit with the family prior to the first day that the child is at school. Once the Family Advocate and Teacher have set up the first home visit with the family, that child is considered enrolled the first day the child attends class.

For McPherson/Marion County Head Start, Enrollment is defined as the acceptance of a child, completion of the application paperwork, and the day that the family services are offered.

Policy Number: ERSEA 010	Title: Sign In and Sign Out
Performance Standard: 1302.16 (a) 1302.47(5)(iv) 1302.47(7)(v) 7 CFR 226.15(e)(4)	**Original Date:** 8/2006 **Policy Council Approval/Revision:** 5/27/12 1/2018 **BOE Approval:** 2/2018

POLICY:
Each agency must ensure that children are only released to a parent or legal guardian, or other individual identified in writing by the parent or legal guardian.

This regulation applies when children are not transported and are picked up from the classroom, as well as when they are dropped off by a vehicle/bus. Agencies must maintain lists of the persons, including alternates in case of emergency, and up-to-date child rosters must be maintained at all times to ensure that no child is left behind, either in the classroom or on the vehicle/bus at the end of the route.

All sites must keep a daily record of participants in attendance by sign-in and sign-out sheets, a separate attendance form or a combination of daily attendance and meal count roster.

The parent/legal guardian or adult designated by the parent/legal guardian must sign the child in and out on provided sign in/out sheet or electronic device.

PROCEDURE:
Classroom teacher will make available a daily sign in/out sheet for parents/guardians to sign their child in and out. A paper copy or electronic can be used for sign in and out.

Child must be signed in.

Child must be signed out at pick up. Parent or Guardian must sign child out unless the following exceptions are in place:

- Person picking up is on the "Release To" list [a.k.a. 1520] and has proper identification.

The parent(s) and guardian(s) can add adults/authorized persons for pickup to the sign in and out release to form by contacting the family advocate and requesting a person be added or removed from the Release to (1520) form. It is preferable for the parent to have written permission for adding a new person to this list, but a phone call or text message can also be used if needed. Advocates will need to document how the information was received in childplus. Childplus will

Policy Number: ERSEA 011	Title: Community Assessment
Performance Standard: 1302.1 (b) **USD 418 BOE Policy:**	**Original Date:** 10/2020 **Reviewed Date:**
	Policy Council Approval/Revision: **BOE Approval:**

POLICY:

The Early Childhood Program will conduct a community assessment once every 5 years and will provide an update every year to the community assessment. The assessment will cover all areas list in the Head Start Performance Standard 1302.1(b). This assessment will be shared with staff, parents, and community members.

PROCEDURE:

The Early Childhood Program will create a community assessment task force that creates the community assessment once every 5 years and meets to update it on an annual basis. This group will include a member of the community along with members from the program along with a parent representative.

The items that will be included in the community assessment are outlined in the Performance Standards under section 1302.1(b). This information along with any other pertinent information will comprise the community needs assessment.

This assessment will be the driving force for all data based decisions for the Early Childhood Program. The report will be shared with staff, parents, and community stakeholders by providing paper copies or posted on the Early Childhood website.

Policy Number: FS 001	**Title:** Family Partnership Plan
Performance Standard: 1302.50 (b)(3) 1302.52 **USD 418 BOE Policy:**	**Original Date:** 12/2008 Updated: 10/2020
	Policy Council Approval/Revision: 12/2008 2/2018 **BOE Approval:** 2/2018

POLICY:
Staff will engage with families in a collaborative process to establish a mutual relationship for developing an individually tailored Family Partnership Plans. This process will identify family strengths and needs related to the family engagement outcomes including: family well-being, parent-child relationships, families as lifelong educators, families as learners, family engagement in transitions, family connections to peers and the local community, and families as advocates. The strengths, capabilities and needs will be used to develop family goals and determine how support will be provided to the family.

PROCEDURE: During the initial home visit and during parent orientation families will be informed of the program's emphasis on developing partnerships with families and our Family Partnership Plan process of collaboratively working with them to identify their family's strengths, capabilities and needs to support them in pursuing their goals.

The Family Partnership Plan and agreement must be initiated as early as possible and must take into consideration each family's readiness to participate in the process.

If during the interview and plan process it has been determined that there is a pre-existing family plan in place, families may sign for approval to contact the other agency at this time for goal planning. In partnership with the family, determine how other agencies will be contacted and for what purpose.

Families will complete an initial Family Needs Assessment upon starting the program. This will allow staff to determine immediate needs and work at securing resources for families. All will be documented in childplus.

The family assessment is designed to assess strengths, capabilities and needs in basic needs domains. This assessment should reflect information obtained from the family, staff observations

Policy Number: FS 003	**Title:** Parent & Family Events/Activities
Performance Standard: 1302.5 **USD 418 BOE Policy:**	**Original Date:** 8/2006 **Reviewed:** 10/2020 **Policy Council Approval/Revision:** 2/2018 **BOE Approval:** 2/2018

POLICY:
Head Start seeks to encourage the active participation of parents and families in Head Start activities. These activities are developed with three things in mind: 1) the development of a positive social support network for families involved in the Head Start program, 2) meeting the educational and activity needs, as well as the interests of families, and 3) complying with Head Start performance standards, which include involving parents in the planning of activities that they participate in. Documentation of parent activity attendance, parent committee meeting attendance and agendas will be documented in ChildPlus.

Procedure:
Parent committee meetings will be held as an entire program with the effort of getting one parent from each building to be represented, but there can be more than one parent per building. These meetings will be conducted to gain parent feedback and guidance on the program.

Structured family events will occur throughout the year and can be in conjunction with a school event or other partnering organization. The program will provide at least 4 opportunities as a larger family event per year. Every effort will be made to respect and value the rights of individual parents as they participate in the parent group. To this end, some basic "ground rules" have been developed: 1) smoking in Head Start vehicles, Head Start facilities or in view of the children is prohibited; 2) no consumption of alcoholic beverages or other controlled substances will be allowed at Head Start functions, nor will Head Start funds be used to purchase drugs, alcohol, or tobacco. In compliance with state law all Head Start activities are drug, alcohol and smoke-free.

The Family Advocates along with the guidance of the Assistant Director of family services , and additional teaching and coordinating staff are available to help plan and support parent and/or family activities and to provide guidance about the things needing done. However, parents are encouraged to make this group theirs. Parent Activities can be time used to help plan for classroom experiences, hold a cooking class, learn about child development, find out about job skills and employment opportunities, form a support group, etc. Family activities are planned with activities and events that all family members may participate in. The Parent and family activities are aimed at making a parent's experience in Head Start both a positive learning experience, and a chance for them to take time for themselves.

When food or a meal is integrated as a part of the Parent/Family event parents are encouraged to join us. Parents/guardians meals are offered free of charge. We must limit the meals we are able

Policy Number: FS 004	**Title:** Family Literacy
Performance Standard: 1302.51(a)(1) **USD 418 BOE Policy:**	**Original Date:** 8/2006 **Reviewed:** 10/2020 **Policy Council Approval/Revision:** 1/2018 **Board Approval:**

POLICY:

McPherson/Marion County Preschool Program will make every effort to actively support and promote adult and child literacy by incorporating a family approach to literacy development of the families and children served in the program.

PROCEDURE:

Family Service staff will incorporate a literacy connection in parent/family events whenever possible and appropriate.

Family literacy desires, goals, needs and strengths will be discussed and identified during home visits or as they occur throughout the year. Once a need or goal is identified, the advocate will assist the family as appropriate, in meeting the need or goal either directly or by referral to outside agency/resource.

Policy Number: FS005	Title: Parent Education
Performance Standard: 1302.51 **USD 418 BOE Policy:**	**Original Date:** 8/2006 **Updated**: 10/2020 **Policy Council Approval/Revision:** 8/2006 1/2018 **BOE Approval:** 1/2018

POLICY:
Parents involved with McPherson/Marion County Head Start program will be provided educational and training opportunities to increase their knowledge of parenting, parent involvement, child development, health and safety, and advocating for their child, family and community.

PROCEDURE:
1. Education on community resources will begin at the time of recruitment and continue throughout the time the child/family is involved with McPherson/Marion County Head Start and will include resources that the family may need at that time.
2. Parents will complete a parent interest survey to assess training, volunteer opportunities and parent/social support group needs at the time of Parent Orientation. A copy of the survey will be placed in the child's file and the original will be turned in to the Family and Community Service Coordinator
3. Parent Orientation will take place prior to the first day of class. Parent Orientation will include parent handbook, & parent calendar.
4. Documentation of Parent Committee meeting notes will be documented in childplus and made available for parents who are not able to attend. These meetings are intended for updating parents on Policy Council information, advising staff in developing and implementing activities and policies.
5. Parents will be provided with a variety of opportunities to participate in Conscious Discipline training, the Parenting Curriculum that the Early Childhood Program chose as its parenting curriculum. Staff will use feedback from parents to establish the best way to create opportunities for families to learn about Conscious Discipline. Information will also be shared with parents on various parenting classes going on within the community.
    a. Participation will be documented in childplus
    b. Agendas will attached in childplus or in a specific google drive
6. Parents will be given information on the importance of attendance throughout the year but will be given flyers and information at Parent Orientation. There will also be resources located on the Early Childhood website.
7. The Early Childhood Program will continuously evaluate and assess what is working best for parents and use parent feedback to make proper adjustments to the opportunities provided to parents. See family advocate work plans for more information for recent changes or updates.

Policy Number: FS 006	Title: Parent Orientation
Performance Standard: 1302.50	**Original Date:** 2006 **Updated**: 10/2020
	Policy Council Approval/Revision: 5/7/2013 2/2018

POLICY:
Parent orientation will provide the opportunity for parents to meet program and classroom staff, receive information regarding all aspects of the preschool program, opportunities available to families in the preschool program, and community services and resources, as well as ask questions regarding the program or classroom activities.

Parent orientation is required prior to the child's first day of attendance.

PROCEDURE:
Dates and times of orientation(s) will be determined prior to the new school year and parents/guardians will be notified in at least one of the following ways: email, newspaper, mail, preschool website, phone call, or text.

If a child's parent/guardian is unable to attend the orientation time set, it is the parent's responsibility to contact the Family Service Coordinator or Family Advocate to arrange a time to complete the orientation.

If the child is starting after the first day of the current program year, the Family Advocate will contact the parent/guardian and arrange a time to complete the parent orientation; preferably at the initial home visit with the child's teacher.

The Family Advocate will ensure orientation is completed with each family. Other program staff will assist as needed.

Information that must be provided and/or reviewed with parents during orientation:

- Parent Handbook
- Parent Calendar
- Child Nutrition Information
- Current Immunization Information/Requirements
- Head Lice Policy/Information
- Bussing Information and Requirements as applicable
- And other relevant program information

Any additional paperwork will be completed at this time.

Policy Number: FS007	Title: Home Visit Policy
Performance Standard: **1302.50** **1302.52**	**Original Date:** 10/12 **Updated**: 10/2020
	Policy Council Approval/Revision: 11/10/12 1/2018 **BOE Approval:** 1/2018

POLICY:
Family Advocates will make every effort to complete a minimum of 4 home visits with each family throughout the year. The first and last home visit will be completed by both the teacher and the family advocate. Home visits will be documented in childplus and will provide an opportunity for families to set goals, complete assessments, and achieve various Head Start requirements.

PROCEDURE:
Home Visiting
Upon acceptance to the preschool program, and prior to the child attending, parents/guardians will be contacted in writing or verbally and schedule a time convenient to both program staff and the family to meet with the classroom teacher and advocate.

It is preferable the meeting takes place in the family's home, but may occur at a location acceptable to both the parent/guardian and program staff. Alternative locations may include but are not limited to the classroom, elementary school, Early Childhood Center or appropriate public setting.

Visits will be conducted in the families preferred language and the program will use its approved translators and interpreters when needed.
Advocates will recognize parents as their children's primary teachers, create a safe environment for families to share information, and develop relationships with parents that are respectful and encourage trust and two-way communication.
Staff will work on every aspect to make sure families unique cultural, ethnic, and linguistic backgrounds are accounted for in all program aspects, especially home visits.

The following will be addressed at the first home visit:

Parent orientation if the school year has begun
Other required paperwork. See advocate work plan for more detailed information.

Home visits with the Family Advocate will be scheduled periodically throughout the school year. It is preferable the visits take place in the family's home, but may occur at a location acceptable to both the parent/guardian and program staff. Alternative locations may include but are not limited to the classroom, elementary school, Early Childhood Center or appropriate public setting.

Policy Number: FS 009	**Title:** Family Engagement Services for Culturally Appropriate practices
Performance Standard: 1302.5 **USD 418 BOE Policy:**	**Original Date:** 10/2020
	Policy Council Approval/Revision: **BOE Approval:**

POLICY:

The McPherson Early Childhood Program will use every effort to make sure family engagement services are conducted in the families preferred home language, that parents are involved and seen as their child's primary teacher, that cultural, ethnic, and linguistic backgrounds of families are considered in every aspect.

PROCEDURE:

Staff will work with district level interpreters along with other approved interpreters, and follow the dual language learners policy.

Staff will receive ongoing training on how to create welcoming culturally and ethnically appropriate spaces for families.

Families will be encouraged to share insights on how to best meet their needs.

Policy Number: FS 014	**Title:** Information Requests
Performance Standard: 1303.22 **USD 418 BOE Policy:**	**Original Date:** 8/2006 **Updated**: 10/2020 **Policy Council Approval/Revision:** 12/2017 **Board Approval:** 2/2018

POLICY:
On occasion DCF or law enforcement may request information from McPherson/Marion County Head Start regarding a child or family although McPherson/Marion County Head Start is not the reporting agency.

The request will be handled in the same manner that we would handle a request from any agency and follow the USD 418 District policy of complying with Child Abuse Policy GAAD.

DCF or law enforcement may request immediate information on an emergency basis due to high-risk situations.

If agencies outside of DCF or law enforcement are requesting information pertaining to a student, the Early Childhood Program must have a signed release form by the parent or guardian, with detailed information on what can be shared with the stated agency.

PROCEDURE:
The Early Childhood Program will work with DCF and law enforcement in providing needed information for children at risk. All other areas that are requesting information about a child will need to be accompanied by a signed release form.

Parents and guardians can fill out release forms at any time and can revoke their permission at any times. Family Advocates will keep all release forms updated and located in childplus as an attachment or in the child's blue folder.

Policy Number: FS 015	Title: Child/Family File Management
Performance Standard: 1303.24 **USD 418 BOE Policy:**	**Original Date:** 8/2006 **Updated:** 10/2020
	Policy Council Approval/Revision: 12/2017 **Board Approval:** 2/2018

POLICY:

A file management system that has an efficient and effective record keeping system shall be maintained to record accurate and timely information regarding children and families. The child/family record keeping system will reflect the program's individualization of program services for children and families and provide documentation to assure services are meeting Federal, State, local and program requirements.

The Early Childhood Program is working toward being a paperless agency. Information must be located in either the child's folder or on childplus.

PROCEDURES:

1. The Family Advocate shall establish an individual file for each child/family after the child has been accepted into the Head Start program.
2. The child/family file will be maintained at the individual site in a locking file cabinet. The files will be kept in alphabetical order according to their last name, labeled with the last name first, first name last.
3. The child/family file shall be set up in sections: As per File Checklist
   The Family Advocate shall follow the outlined form requirements as required for each section.
4. For children and their families which will be returning for a second or third year the child/family file will remain at the site until they either drop or transition out of Head Start. For second and third year children it may be necessary to have a set of files to maintain all required information. These will be kept by the school year.
6. When a child/family drops from the program, the Family Advocate shall remove the paperwork from the child's folder and place it in a manila envelope with the child's name, date of birth, and school year on the outside and place it in the back of the bottom file drawer behind the last child's file. Until the end of the school year, then be brought to ECO to the storage room.
7. When a child and their family transfer out of the McPherson/Marion County Head Start program the file information may be transferred with the appropriate parent's written request.
8. File maintenance will be done by the Family Advocates under the supervision of the Social Services/Parent Involvement Coordinator.
9. The current active files shall contain the information listed in item number 3, and any other pertinent information such as but not limited to copies of adoptions in progress, custody orders, restraining orders, etc.